Flowcharting Standards – Please use ONLY the symbols shown below, following these guidelines:
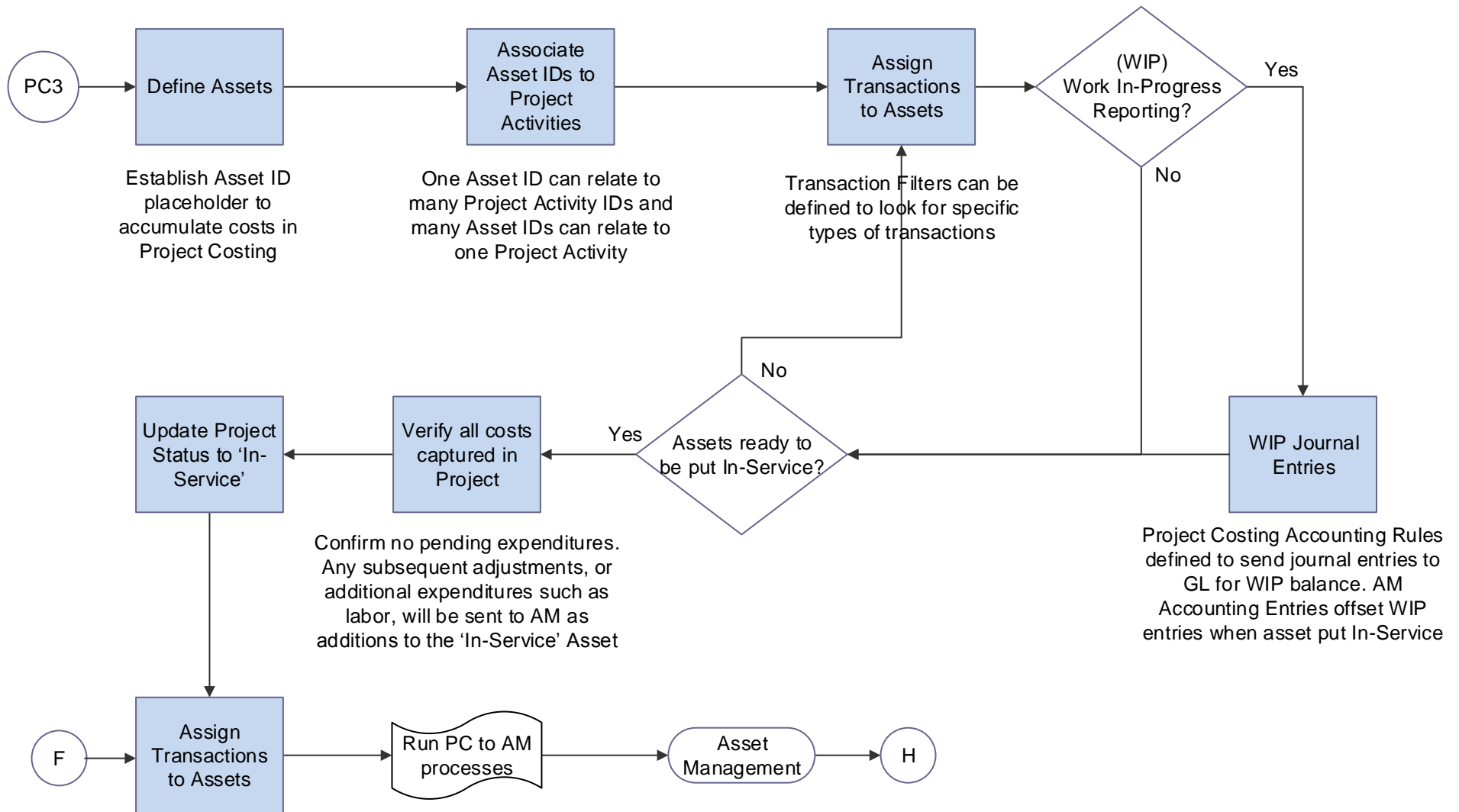
Template Key

Start/End - Indicates point at which the process begins or ends. Does not represent any activity.

Decision - shows a decision point, such as yes/no. Each path emerging from the diamond must be labeled with one of the possible answers.

System Task - Represents an individual step or activity in FI$Cal.

Manual Task - Represents an individual step or activity in the process that is made out of FI$Cal.

Input Documents – A paper document (or email) that is used for entering data in the process. For electronic data should be use the Interface shape.

Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

Interface – Data conversion from one electronic system to another.

Batch Process - Represents a batch process within Fi$Cal. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.

Flow Arrow

Intra Integration Process - A input or Output to some other process within the same capability

Output Documents - An electronic document that is created by the process and can be printed (for example – any kind of report).

Role

Swim lanes used to indicate which user role has primary responsibility for performing steps in the process. If an activity involves participation by more than one role, place it in the swim lane for the role with primary responsibility, or put it on the line that divides both roles.

FI$Cal
Financial Information System for California

Role Name

Role Name

Project Capitalization - Define Assets

Project Accounting

PC3 → **Define Assets**

Establish Asset ID placeholder to accumulate costs in Project Costing

→ **Associate Asset IDs to Project Activities**

One Asset ID can relate to many Project Activity IDs and many Asset IDs can relate to one Project Activity

→ **Assign Transactions to Assets**

Transaction Filters can be defined to look for specific types of transactions

→ **(WIP) Work In-Progress Reporting?**

Yes → **WIP Journal Entries**

Project Costing Accounting Rules defined to send journal entries to GL for WIP balance. AM Accounting Entries offset WIP entries when asset put In-Service

No ↓

Assets ready to be put In-Service?

No → Assign Transactions to Assets

Yes → **Verify all costs captured in Project**

Confirm no pending expenditures. Any subsequent adjustments, or additional expenditures such as labor, will be sent to AM as additions to the 'In-Service' Asset

→ **Update Project Status to 'In-Service'**

F → **Assign Transactions to Assets** → **Run PC to AM processes** → **Asset Management** → H

Asset Management

H → Preview and Approve Data → Run Asset Load Process → Asset Management updated with Project Costing transactions → Update Asset Information as needed

Approval can be set to automatically approve or require manual review and approval

Completed asset transferred as "In Service" and can be managed in Asset Management

Additional transactions to the Project/Asset?

No → End

Yes → F

Asset can now follow the normal asset lifecycle including maintaining asset information, depreciating, transferring and ultimately retiring the asset

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